

YOUTH AIDE

DISTINGUISHING FEATURES OF THE CLASS:

This is an outreach and counseling position found in various municipalities and school districts. Responsibilities include providing recruitment and referral services to youth who have been identified as at-risk or who have dropped out of traditional school programs. Responsibilities also include providing short-term outreach counseling to young people and assisting professionals in establishing and maintaining an effective working relationship with delinquent and troubled youths and their families. This position differs from Youth Worker since less emphasis is placed on documentation and follow-up. Work is performed under the direct supervision of a higher level professional or administrative personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Provides outreach to at risk youth or special needs students and establishes a trusting and working relationship with them and their families;
2. Visits community agencies (law enforcement, housing, social services) to locate students who are at risk of dropping out of school or who have become involved in pre-delinquent and delinquent behavior;
3. May visit worksites to instruct students on specific tasks to be performed on the job;
4. Provides input to professionals regarding outreach and job site visits;
5. Works closely with supervisor to determine educational needs of families;
6. Provides short-term counseling to delinquent and troubled youths and their families;
7. May transport and accompany students to other agencies and community services;
8. Attends staff conferences, community group meetings, and other meetings as required by supervisors;
9. Receives supervision in the form of case conferences and regular contact with supervisor to discuss clients.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the characteristics and behavior of children with special needs, troubled youths and their socio-economic background; working knowledge of community organizations and institutions dealing with youths; working knowledge of the geographic areas where minority and underprivileged youths live, work, socialize and go to school; ability to relate to, and build strong working relationships with underprivileged youths and their families; a profound interest in the prevention of juvenile delinquencies and crimes; ability to follow oral and written directions; tact; good judgment; dependability; physical condition commensurate with the demands of the position.

YOUTH AIDE (Cont'd)

MINIMUM QUALIFICATIONS:

Two (2) years of full-time paid or volunteer experience working with youth.

NOTE: Two years of college study may be substituted for experience (30 credits equal one year).

SPECIAL REQUIREMENT: A department head may require the possession of a valid New York State Driver license at the time of appointment.

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REVISED:	07/09/81	10/11/84	10/12/89	06/23/95	10/23/01	4/02/07
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